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9 February 1955

MEMORANDUM FOR: Chiefs of Administration, All Area Divisions

SUBJECT : Fitness Reports for Senior Representatives,
Chiefs of Missions, Chiefs of Stations, and
all Staff Agents.

1. It is requested that your Division forward to this office, by 16 February 1955, a list of names of Chiefs of Missions, Chiefs of Stations and Senior Representatives who are staff employees and who report directly to headquarters. This list should include only those individuals who have no supervisor in the field, and therefore, their fitness reports will be initiated in headquarters. These lists will be forwarded by this office to the Office of Personnel.

25X1 2. The Chief, Processing and Records Division, will be responsible for determining, in accordance with the provisions of [] when fitness reports are due on these employees and for notifying the appropriate Division. This notification will consist of a listing by name and will be forwarded on or about the fifteenth day of the month preceding the month in which the fitness reports are due. After receipt of the appropriate list from the Office of Personnel, each Division will be responsible for initiating fitness reports on those listed officials and will also be responsible for notifying directly the Office of Personnel of any changes in the status of people in this category.

25X1 3. In the case of staff Agents, the Special Contracting Officer in the Office of Personnel will furnish each Division a list in the pseudonym of Staff Agents on whom fitness reports are due. The phrasing of these reports will be based on [] since, in most cases, the rating official and/or the reviewing official will be located in headquarters.

4. The Special Contracting Officer will notify each Division 60 days before a fitness report is due. This period is prescribed since it is considered to be the minimum of time in which the report can be expected if the Area Division determines that the Staff Agent should be rated by an individual in the field rather than an individual in headquarters.

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/s/

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